



RESIDENT SITE OFFICER  
PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
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<u>Specific Qualifications / Skills</u>	
Basic knowledge of COSHH control and substances	Qualifications in these areas: Health & safety First Aid Legionella Asbestos Ladders, towers or PASMA Manual handling Evac chair
Knowledge of risk assessments	
Knowledge of access control and camera systems	
Current driving licence	
Qualified in swimming pool maintenance with hands on experience in chemical testing and back washing the systems	
General basic handyman skills	

<u>Specific Experience / Background</u>	
Building, grounds and cleaning experience	Experience of working in a school / college environment
Hands on experience with all aspects of site maintenance including flushing water systems, fire call point testing and completing various regular checks (PPMs)	Experience of managing a small team of staff
Experience in these areas: Health & safety Legionella Asbestos Ladders, towers or PASMA Manual handling Evac chair	

<u>General</u>
Ability to multitask and complete tasks and setups to a timeframe
Ability to work on tasks alone and as part of the site team, working with others, providing support and learning from colleagues
Good communication skills
Able to be flexible with working hours to fit into a shift pattern
Able to use initiative
Proactive, can-do attitude
Understanding of and commitment to the ethos and values of the school



A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
High levels of organisation and efficiency including strategic and planning skills
Ability to work under pressure and to meet deadlines
A commitment to undertake relevant training and CPD
A good level of ICT skills with sound knowledge of Microsoft products and other programmes relevant to the post
A record of excellent attendance and punctuality
Able to work flexibly, undertaking tasks as directed, commensurate with the grade of the post
Strong inter-personal skills e.g. diplomacy, confidentiality, sensitivity to the needs of others

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.